



HAMAD BIN KHALIFA UNIVERSITY

AC-F-16.V01: FACULTY GRIEVANCE POLICY

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Date Endorsed by the Provost: 6 April 2017

Date Endorsed by the President: 20 April 2017

Date Approved by BOT: 8 May 2017

Effective Date: 8 May 2017

Last Updated:

1. PURPOSE

This policy defines the process for faculty grievance resolution.

2. POLICY DESCRIPTION

Commitment to the rights of faculty is core value of HBKU. The policy describes the procedure for faculty to grieve a violation of any of their rights. The policy describes the procedure for hearing and resolution of a grievance.

2.1 DEFINITIONS

- **Faculty grievance:** A complaint against an action that view by the faculty member as unjust or unfair that may have a direct impact on his/her academic freedom, economic gain, status and some other employment circumstances.
- **University Appeals and Grievances Committee:** A committee of five senior members at the rank of professor appointed by the Provost.

2.2 POLICY STATEMENTS

1. Faculty members are obliged to contribute to the University mission in its pursuit to realize its strategic goals.
2. When accused of failing to meet faculty responsibilities, he/she has the right to be informed of such accusation in a timely manner and in accordance to the University Procedures. Faculty has the right to access the University procedures, in a timely manner, to assess the validity of any accusation and judge the validity of any sanctions.
3. Faculty grievances include, among others, disputes relating to:
 - Recommendation of dismissal;
 - Suspension;
 - Recommendation of revocation of contract terms;
 - Recommendation of reduction of academic rank;
 - Recommendation of reduction of salary and benefits;
 - Denial of promotion or reappointment;
 - Interpretation of an appointment letter;
 - Assignment of academic duties;
 - Any other action that significantly harms the faculty member in his or her professional capacity as a faculty member.
4. To dispute an action, a faculty member may file and appeal to the immediate supervisor (Department/division Head).
5. In the event the appeal fails to resolve the situation, the faculty may file an appeal to the higher level official (Dean). If the appeal fails to remedy the situation, the faculty member may file a grievance.
6. The University Appeals and Grievances Committee has the jurisdiction to handle the grievance cases. This committee will hear two kinds of cases:
 - Appeals disputing a negative promotion outcome. The Committee shall only hear appeals on procedural grounds as outlined in the Promotion Policy;
 - Grievances concerning any matter.

After hearing the case, the committee will submit its recommendations to the Provost and to the appellant or grievant.

7. Dismissal of faculty members with a rolling contract or with a term appointment before the end of the term can occur for cause as per AC-F-01. Any faculty member to be dismissed for cause shall have the opportunity, if he/she wishes, for a formal hearing before the University Appeals and Grievances Committee. The procedure to be followed during dismissal hearings is to ensure an opportunity for a dignified, careful, and fair hearing, guaranteeing due process. Following the hearing, the University Appeals and Grievances Committee will weigh the evidence and give the Provost a written report, containing its findings and recommendations. The final dismissal decision shall be made by collective approval of the Dean, the Provost and the President.
8. Sever putative sanctions may only imposed on any faculty member after due process. Cases that are viewed by the administration to warrant strong punitive action must be evaluated by a procedure that is used in investigating charges that warrants dismissal.

Jurisdiction of the University Appeal and Grievances Committee

1. The University Appeal and Grievances Committee is appointed by the Provost for staggered two-year terms. The membership includes:
 - Senior Professor (Chair);
 - One College representative, preferably at the rank of Professor;
 - One representative to be selected from research institutes.
2. The jurisdictional directives of the committee include:
 - Hear appeals related to whether proper university procedures have been followed;
 - Review and make recommendations in relation to appeal and grievances;
 - Communicate its decision to the appellant.

3. RESPONSIBILITY/SOURCE/AUTHORITY

This policy and accompanying procedures were developed by the Office of the Provost, reviewed and endorsed by the University Academic Programs and Studies Committee and endorsed by the Provost and the University President and approved by the BOT.

This policy assigns the implementation of this process to the HBKU Provost in collaboration with appropriate college committees and deans.

3. 1 COMMUNITY SHOULD KNOW THIS POLICY

President, Provost, Vice Presidents, Deans, Program Coordinators, Directors, Faculty, Students

4. Updates

SUMMARY OF CHANGES		
Date	Section	Change

5. ACCOMPANYING PROCEDURE
